

NOTICE OF REGULAR MEETING
SOLID WASTE SPECIAL SERVICE DISTRICT #1
DBA Canyonlands Solid Waste Authority
Wednesday, February 21, 2024, at 4:00 P.M.

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 new administrative building as the Anchor Location. The new administrative building is located at 2295 S. Highway 191, (gray building behind the gate on the right) Moab, UT 84532. Electronic participation is available via Zoom Meeting at: <https://us02web.zoom.us/j/84461023203?pwd=TzdXYs9JRuW1aW9iVG9iOHewVEFEZ09> Meeting ID: 844 6102 3203 Passcode: 021916

The public is invited and encouraged to view this meeting, which will be streamed live on YouTube: <https://www.youtube.com/channel/UCQvZRosmlr80RZPUW-fkJ2A> (SEARCH YOUTUBE FOR "Canyonlands Solid Waste Authority"). Meeting packets are made publicly available for download prior to commencing each publicly noticed meeting at <https://swssd1.org/board-meetings-and-financials/2024-agendas-and-minutes/>

REGULAR MEETING - CALL TO ORDER (4:00 P.M.)

CITIZEN'S INPUT*

APPROVAL OF MEETING MINUTES

- A. **Action Item:** Review and Approval of January 17, 2024, Regular Meeting Minutes

TREASURER/FINANCIAL

- B. **Discussion Item:** Review January 2024 financials
C. **Action Item:** Review and Approval of Expenditures for the Months of January 2024

REPORTS FROM BOARD AND STAFF

- D. Staff Reports
a. Mike Kenerley
b. Chris Scovill
c. LJ Blackburn/Lily Houghton
d. Jessica Thacker
e. Nick Lundburg
E. Board Reports

OLD BUSINESS

- F. **Action Item:** Accept and sign MACU business credit card application
G. **Action Item:** Approve electronic payment for Rocky Mountain Power, Emery Telcom, UT Local Gov't Trust

NEW BUSINESS

- H. **Discussion Item:** Review proposed updates to SWSSD1 Employee Loans
I. **Action Item:** Approve SWSSD1 Employee Loan Contract update

FUTURE CONSIDERATIONS

- J. Next ACB meeting is scheduled for Wednesday, March 20, 2024

CLOSED SESSION


- K. Closed meeting in accordance with Utah §52.4.205

ADJOURNMENT

- L. Meeting Adjourned

*NOTE: Public comments for the meeting record can be received in one of three ways. Please email swssd1@swssd1.org with the subject line "SWSSD1 Public Comment" by 2:00 P.M. on Wednesday February 21, 2024, if you would like your comments to be heard as part of the Regular Meeting. Written comments are limited to 400 words. Alternatively, members of the public may attend the meeting in person at 2295 South Highway 191, Moab, UT 84532 or may attend virtually via the Zoom weblink during the Citizen's Input section of the Regular Meeting at 4:00 P.M. to provide verbal comments. Comments are limited to a duration of three (3) minutes in length. Members of the public can join the Zoom meeting.

Dated this 16th day of February 2024


Lily Houghton, Administrative Director

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

Regular Meeting: <https://www.youtube.com/watch?v=0R1CXqatLxw>

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 new CSWA office building as the Anchor Location. The CSWA new office building is located at 2295 Highway 191 south of the Transfer Station Office, Moab, UT 84532. Electronic participation was available via Zoom Meeting

**MINUTES: REGULAR MEETING OF THE
SWSSD1 ADMINISTRATIVE CONTROL BOARD**
Wednesday, January 17, 2024, 4:00 P.M.

Board Members Present: Kevin Fitzgerald (Vice-Chair), Mary McGann (Treasurer), Chad Harris (At-Large Member), Diane Ackerman (Castle Valley Representative), and Colin Topper (Moab City Council Representative).

SWSSD1 Staff Present: LJ Blackburn (Departing Administrative Director), Chris Scovill (Operations Director), Mike Kenerley (Executive Director), Nick Lundberg (District Accountant), Lily Houghton (Oncoming Administrative Director), and Jessica Thacker (Program Manager/District Clerk).

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/2024-agendas-and-minutes/>

REGULAR MEETING – CALL TO ORDER (4:00 P.M.)

Kevin Fitzgerald called the meeting to order at 4:04PM.

A. ACTION ITEM: ELECTION OF BOARD OFFICERS

MOTION: Mary McGann motioned/Colin Topper seconded to elect Kevin Fitzgerald as Chair, Chad Harris as Vice-Chair, and Mary McGann as Treasurer. Kevin Fitzgerald, Mary McGann, Chad Harris, Colin Topper, and Diane Ackerman voted yes. Motion passed 5-0.

CITIZEN'S INPUT

No Citizen's Input was received.

APPROVAL OF MEETING MINUTES

**B. ACTION ITEM: REVIEW AND APPROVAL OF NOVEMBER 15 AND
DECEMBER 13, 2023 REGULAR MEETING MINUTES**

MOTION: Diane Ackerman motioned/Chad Harris seconded to approve the minutes for November 15, 2023, Regular Meeting and December 13, 2023 Public

Hearing and Regular Meeting as presented in the January 17, 2024 Board packet. Kevin Fitzgerald, Mary McGann, Chad Harris, and Diane Ackerman voted yes. Motion passed 4-0. Colin Topper abstained.

TREASURER/FINANCIAL

C. *DISCUSSION ITEM*: REVIEW OF NOVEMBER AND DECEMBER 2023 FINANCIALS

D. *ACTION ITEM*: REVIEW AND APPROVAL OF EXPENDITURES FOR THE MONTHS OF NOVEMBER AND DECEMBER 2023

Agenda items C and D were discussed concurrently. LJ Blackburn provided an overall summary of expenditures for the months of November and December 2023 in which she stated payroll, fuel costs, and costs associated with repairs, service, and maintenance as the main bulk of the expenses. She stated, more specifically, that a third payroll in December as well as invoices for Curt's Custom Welding for container repairs constituted a large portion. A brief discussion regarding the ongoing costs of container repairs ensued. Kevin Fitzgerald suggested that the District reach out to the University of Utah's local welding program to potentially mitigate these costs. Colin Topper informed the Board of his expertise in welding, if needed.

LJ Blackburn noted two (2) typos in the December 2023 Expenditures summary page as provided in the Board packet.

MOTION: Mary McGann motioned/Diane Ackerman seconded to approve the expenditures of the month of November 2023 in the amount of \$271,276.59. Kevin Fitzgerald, Mary McGann, Chad Harris, Colin Topper, and Diane Ackerman voted yes. Motion passed 5-0.

MOTION: Chad Harris motioned/Colin Topper seconded to approve the expenditures of the month of December 2023 in the amount of \$368,854.87. Kevin Fitzgerald, Mary McGann, Chad Harris, Colin Topper, and Diane Ackerman voted yes. Motion passed 5-0.

E. *DISCUSSION ITEM*: 1-YD ACCIDENTALLY OMITTED FROM ORIGINAL 2024 FEE INCREASE SCHEDULE (22 CURRENTLY IN USE)

LJ Blackburn stated that when the 2024 Roll-off Container Fee Schedule was being generated, one (1) cubic yard containers had been omitted as the District was attempting to phase them out. However, currently 22 containers were still currently in use and needed to be added into the 2024 Fee Schedule at their 2023 pricing.

REPORTS FROM BOARD AND STAFF

F. STAFF REPORTS

Mike Kenerley provided a staff report indicating changes and updates to staffing, stated that one of the roll-off trucks had caught fire the previous week and that the purchase of another truck is necessary to prevent interruptions to services, a brief summary of operations, and progress of the IPL cart replacement program. He stated that the tire removal from the Moab Landfill had been successful with approximately 396 tons of tires removed with costs to be covered by the Utah Department of Environmental Quality. Mike Kenerley reported that integration of the AMCS software continued to prove difficult with staff training on the scale function to begin within the next two weeks. He also reported he would be meeting with Carly Castle, Moab City Manager, to discuss the upcoming franchise agreement negotiation and options to potential changes in services and billing that are being considered. A detailed discussion ensued between District staff and Board members about a particular recycling option that had been suggested as well as the inclusion of glass in single-stream and community education efforts.

Chris Scovill provided a staff report introducing and providing a summary of the provisional Operations Plan he had generated and distributed to both District staff and Board members. He explained each facility's purpose, main operations that occur, equipment and staffing requirements, and items that need to be addressed at each location.

LJ Blackburn provided a brief staff report with an update on the transition of the AMCS software indicating dissatisfaction regarding lack of communication and training not provided by the company as well as issues being encountered with the District's bulk mailing permit.

Lily Houghton provided a brief staff report informing the Board that the Utah Local Government Trust (the District's insurance provider) had requested ACH payments from the District and that the Board's approval would be necessary. She stated that moving forward she'd like to begin digitizing items to reduce paper waste and increase efficiency. Mary McGann suggested that the insurance ACH approval could be ratified if there were time constraints.

Jessica Thacker provided a brief staff report with information on ongoing and upcoming events at the District, the January 2024 newsletter had been distributed, the creation of a "Calendar of Events" that allows her to monitor community activities and important reminders for enhanced community participation, the Veolia (HHW environmental subcontractor) quarterly pickup summary,

Nick Lundberg provided a brief staff report stating that he was preparing for the upcoming audit to be held in May by wrapping up the 2023 financials and working with both LJ Blackburn and Lily Houghton to organize the schedule. He provided a brief update on quarterly and annual reporting deadlines for several transparency financial reports including those that had already been submitted. Nick Lundberg stated that the

\$100,000 set aside for the PTIF was imperative to maintain in order to make the 2025 bond payment. A brief discussion on the employee loan program ensued.

G. BOARD REPORTS

Diane Ackerman provided a brief Board report stating that she held her first afterschool recycling program at HMK's BEACON Program the previous week as well as presenting at a community forum hosted by Grand County's Economic Development Department.

A brief discussion on community reaction to the 2024 fee increases ensued.

No other Board reports were given.

OLD BUSINESS

H. MACU BUSINESS CREDIT CARD APPLICATION

Lily Houghton summarized the company credit cards and corresponding credit limits that were presented in the Board packet and needed final approval by the Board. As the agenda item was not designated as an "Action Item", approval action could not be taken during the meeting. Mary McGann suggested this item could be ratified at a later date.

NEW BUSINESS

I. *DISCUSSION ITEM*: EASEMENT FOR THOMPSON SPRINGS PROPERTY

Mike Kenerley reminded the Board that the District owned approximately 20 acres of property in Thompson Springs and that he had been contacted by an individual who had bought the adjacent property. He stated that an official easement had never been recorded. Therefore, the property owner's lawyer will be handling the process for creating an easement at no cost to the District.

FUTURE CONSIDERATIONS

J. 2023 YEAR END REPORTS DUE 3/1/24

K. CLOSURE/POST-CLOSURE ESTIMATES

L. NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, FEBRUARY 21, 2024

M. ADJOURNMENT

The meeting was adjourned by Kevin Fitzgerald at 6:00PM.

Respectfully submitted to the Board,

Jessica Thacker

Jessica Thacker

District Clerk, Solid Waste Special Service District #1 (d/b/a Canyonlands Solid Waste Authority)

DRAFT

Canyonlands Solid Waste Service District

February 21, 2024 Regular Board Meeting

Presenter: Lily Houghton & LJ Blackburn

Need or issue before the Board:

Approval of Expenditure for the Month of January 2024

Background:

Expenditures to note:

- Payroll total expenses for January were \$334,670.28. This includes December and January benefits, employee advances, and URS retirement benefits from the 12/29/23 payroll (\$15,197.10). Payroll is higher with 4 holidays included in the first January payroll (12/24, 12/25, 1/1, 1/2), as well as having two Administrative Directors currently.
- There are some charges to the MACU Operations account there were of a payroll nature. This is due to Lily being new and learning. These charges are December 2023 PEHP benefit costs (\$43K) and two new employee advances (\$2K each), total of \$46,521.10, which is included in the payroll calculations.
- Fuel total for January was \$27,705.03. This is comparable to what was paid in December.
- Single stream recycling fees for Waste Management came to \$2,249.77 for November and \$1,393.78 for December 2023.
- The BoMag loan payment of \$54,151.71 was paid January 29th. This is a yearly payment.
- Total Expenditures were up in January from the previous month due to the BoMag payment (\$55K), two monthly healthcare benefits payments to PEHP (extra \$55K), Raftelis payment (\$20K), engineering fees, yearly membership fees (e.g.: gym memberships for staff:\$3K), a 50% down payment for vehicle repair from an accident in Aug 2023 (\$4K), and a pending payment made to the PTIF fund that has not been sent yet.

Attachments: January 2024 Expenditure Report

Recommendation:

Motion to approve the expenditures of the month of January 2024 in the amount of \$628,376.69.

Solid Waste Special Service District #1
Expenditure Detail by Account
January 2024

Solid Waste Special Service District #1
Expenditure Detail by Account
Jan-24

Type	Date	Num	Name	Memo	Amount	Balance
1101-3 · MACU - Operations Checking						
Bill Pmt -Check	01/05/2024	1103	Amber Beshoner	Employee boot reimbursement	-152.11	-152.11
Bill Pmt -Check	01/05/2024	1104	AWebStudio	INV #9464, holiday hour updates/updated to website	-512.50	-664.61
Bill Pmt -Check	01/05/2024	1105	Cat Financial - 938M	2175536 small wheel loader	-7,269.38	-7,933.99
Bill Pmt -Check	01/05/2024	1106	Dell Business Credit	2 invoices, computer for lily + mouse and keyboard	-1,551.76	-9,485.75
Bill Pmt -Check	01/05/2024	1107	Desert West Office Supply	INV 259986 - office supplies	-258.96	-9,744.71
Bill Pmt -Check	01/05/2024	1108	Elwood Staffing Services 2146	VOID: Temp Labor INV#3150419 Helen Jagla	0.00	-9,744.71
Bill Pmt -Check	01/05/2024	1109	Family Auto Collision	50% down estimate Rhodin 2012 Ford F-150 SVT Raptor	-4,332.55	-14,077.26
Bill Pmt -Check	01/05/2024	1110	Moab Auto Parts (Car Quest)	2 invoices, : 2 pallets of DEF and sensor parts	-2,509.58	-16,586.84
Bill Pmt -Check	01/05/2024	1111	Moab Sun News	INV 2244 and 2294, holiday hours ad	-280.00	-16,866.84
Bill Pmt -Check	01/05/2024	1112	NIC Utah	4018790,yearly registration fee MVR	-255.00	-17,121.84
Bill Pmt -Check	01/05/2024	1113	Packard Wholesale & Distributing	INV 222962; hot cups	-129.98	-17,251.82
Bill Pmt -Check	01/05/2024	1114	Pure Country Water	3 invoices, office water	-126.35	-17,378.17
Bill Pmt -Check	01/05/2024	1115	Raftelis	VOID:	0.00	-17,378.17
Bill Pmt -Check	01/05/2024	1116	RelaDyne West LLC	2 fuel invoices	-2,890.49	-20,268.66
Bill Pmt -Check	01/05/2024	1117	Rhinehart Oil Co., LLC	2 invoices, fuel	-480.39	-20,749.05
Bill Pmt -Check	01/05/2024	1118	South Town Gym	VOID: INV 204280; 2024 annual membership for employees	0.00	-20,749.05
Bill Pmt -Check	01/05/2024	1119	Times-Independent, Inc.	INV 2023-61284; public hearing	-91.40	-20,840.45
Bill Pmt -Check	01/05/2024	1120	UniFirst	Inv#2270015420 Coveralls, wipers, mats	-144.48	-20,984.93
Bill Pmt -Check	01/05/2024	1121	Utah Local Governments Trust	5 invoices: WC, 2024 bond	-5,467.85	-26,452.78
Bill Pmt -Check	01/05/2024	1122	Walker's True Value Hdwe., Inc.	3 invoices, misc shop needs	-90.22	-26,543.00
Bill Pmt -Check	01/05/2024		Wheeler Cat	QuickBooks generated zero amount transaction for bill paymen	0.00	-26,543.00
Bill Pmt -Check	01/05/2024	1124	Zunich Bros Mechanical	VOID:	0.00	-26,543.00
Bill Pmt -Check	01/12/2024	1128	Ad-Vertiser - 1003AP	Inv#A202312011 Quarter Page 12/6, 12/13, 12/20, 12/27	-252.00	-26,795.00
Bill Pmt -Check	01/12/2024	1129	Curt's Custom Welding	INV#611726; FM12-2901 - Welding Shop, Repair 2-3YD, Blue I	-1,650.00	-28,445.00
Bill Pmt -Check	01/12/2024	1130	Desert West Office Supply	INV 259986; apt book, ink self inking	-120.45	-28,565.45
Bill Pmt -Check	01/12/2024	1131	Elwood Staffing Services 2146	Temp Labor INV#3152151 Helen Jagla	-648.45	-29,213.90
Bill Pmt -Check	01/12/2024	1132	Emery Telcom 2120AP	VOID: Account No. 3458100 1/1-1/31 2024 Svc	0.00	-29,213.90

Solid Waste Special Service District #1 Expenditure Detail by Account

Type	Date	Num	Name	January 2024	Memo	Amount	Balance
Bill Pmt -Check	01/12/2024	1133	Grainger	5 invoices - parts		-948.36	-30,162.26
Bill Pmt -Check	01/12/2024		Inland Truck Parts & Service Company	QuickBooks generated zero amount transaction for bill paymen		0.00	-30,162.26
Bill Pmt -Check	01/12/2024	1134	Mechanics Now Auto Rep	INV 2657; FM 2401-1103; replace Edge alternater		-765.40	-30,927.66
Bill Pmt -Check	01/12/2024	1135	Moab Auto Parts (Car Quest)	12 invoices, auto parts		-1,924.67	-32,852.33
Bill Pmt -Check	01/12/2024	1136	Moab Recreation & Aquatic Center	corporate annual memberships		-922.50	-33,774.83
Bill Pmt -Check	01/12/2024	1137	Packard Wholesale & Distributing	INV224057; toilet paper		-163.51	-33,938.34
Bill Pmt -Check	01/12/2024	1138	Peak Wireless Services	INV#19303 Service for radios		-580.00	-34,518.34
Bill Pmt -Check	01/12/2024	1139	Raftelis	INV 31784 - financial consulting 12/1 - 12/31/23		-1,202.50	-35,720.84
Bill Pmt -Check	01/12/2024	1140	RelaDyne West LLC	3 invoices, fuel		-5,657.58	-41,378.42
Bill Pmt -Check	01/12/2024	1141	Revco (Les Olson) Leasing	VOID: Inv#219183 Lease PMT Sharp MX-3071 Digital Printer_		0.00	-41,378.42
Bill Pmt -Check	01/12/2024	1142	Riverside Plumbing	TRANSFER: adapt water source for sprayer TNS		-1,045.00	-42,423.42
Bill Pmt -Check	01/12/2024	1143	South Town Gym	INV 204280; 2024 annual membership for employees		-2,050.00	-44,473.42
Bill Pmt -Check	01/12/2024	1144	Tic Tac Tow	tows for 104 breakdown		-1,928.75	-46,402.17
Bill Pmt -Check	01/12/2024	1145	UniFirst	Inv#2270016655 Coveralls, wipers, mats		-60.81	-46,462.98
Bill Pmt -Check	01/12/2024	1146	Walker's True Value Hdwe., Inc.	2 invoices: volt meter, tape, grinder parts		-95.26	-46,558.24
Bill Pmt -Check	01/12/2024		Wheeler Cat - PRINT Invs SEPARATELY	QuickBooks generated zero amount transaction for bill paymen		0.00	-46,558.24
Bill Pmt -Check	01/12/2024	1147	Zions Bank	VOID: Bomag loan Account # 1010000357457		0.00	-46,558.24
Bill Pmt -Check	01/05/2024	1123	WF Communications	balance from check misprint		-3.00	-46,561.24
Bill Pmt -Check	01/12/2024	1148	Elwood Staffing Services 2146	Temp Labor INV#3150419 Helen Jagla		-1,080.75	-47,641.99
Bill Pmt -Check	01/12/2024	1149	Raftelis	3 invoices, finanical consulting Sept - Nov 2023		-18,532.50	-66,174.49
Bill Pmt -Check	01/12/2024	1150	RelaDyne West LLC	1045151-IN FM2401-0301 dyed #2 dsl; \$3.21/gal- tax and surcl		-138.90	-66,313.39
Bill Pmt -Check	01/12/2024	1151	Zunich Bros Mechanical	Dec portapotties		-519.00	-66,832.39
Bill Pmt -Check	01/12/2024	1153	PEHP Long-Term Disability	LTD premium payment for Jan 6 2024 paydate		-474.63	-67,307.02
Bill Pmt -Check	01/12/2024	1154	Public Employees Health Program	1291, December insurance premiums		-41,894.39	-109,201.41
Bill Pmt -Check	01/12/2024	1155	Revco (Les Olson) Leasing	VOID: Inv#219535 Lease PMT Sharp MX-4071 Digital Printer_		0.00	-109,201.41
Bill Pmt -Check	01/12/2024	1157	A & E Electric, Inc. - V1001	INV#22030, fix well head wires and pipes, FM2401-1109		-94.42	-109,295.83
Bill Pmt -Check	01/12/2024	1158	AWebStudio	INV #9474, holiday hour updates/updated to website		-485.00	-109,780.83
Bill Pmt -Check	01/26/2024	1159	AWebStudio	INV 9484, updates to website		-115.00	-109,895.83
Bill Pmt -Check	01/26/2024	1160	Canyonlands Copy Center & Advertising	3 invoices, ticket printing		-830.00	-110,725.83
Bill Pmt -Check	01/26/2024	1161	Dell Business Credit	2 invoices, docking port + monitor		-520.93	-111,246.76
Bill Pmt -Check	01/26/2024	1162	Desert West Office Supply	3 invoices: office supplies		-222.12	-111,468.88
Bill Pmt -Check	01/26/2024	1163	Elwood Staffing Services 2146	Temp Labor INV#3152461 Helen Jagla		-1,080.75	-112,549.63
Bill Pmt -Check	01/26/2024	1164	Emery Telcom 2120AP	Account No. 3458100 1/1-1/31 2024 Svc		-1,135.06	-113,684.69

Solid Waste Special Service District #1 Expenditure Detail by Account

Type	Date	Num	Name	January 2024	Memo	Amount	Balance
Bill Pmt -Check	01/26/2024	1165	GJ Computer Center, Inc.	Jan 24 Monthly Service fees		-865.00	-114,549.69
Bill Pmt -Check	01/26/2024	1166	HDR Engineering Inc.	KLF/MLF engineering		-5,644.10	-120,193.79
Bill Pmt -Check	01/26/2024	1167	Moab Auto Parts (Car Quest)	14910-324302, FM2401-1601 5 air filers for 204, 205; window v		-606.66	-120,800.45
Bill Pmt -Check	01/26/2024	1168	Occupational Health Care International	SWSSD		-250.00	-121,050.45
Bill Pmt -Check	01/26/2024	1169	Owen Equipment	INV 114476 2 pin blade for 205, washer, FM2401-0302		-495.72	-121,546.17
Bill Pmt -Check	01/26/2024	1170	Packard Wholesale & Distributing	3000298, cutlery, cups, plates		-192.72	-121,738.89
Bill Pmt -Check	01/26/2024	1171	Peterbilt	819781		-713.38	-122,452.27
Bill Pmt -Check	01/26/2024	1172	Pure Country Water	4 invoices: office water		-297.20	-122,749.47
Bill Pmt -Check	01/26/2024	1173	Quality HVAC Moab	Inv#7069 Recover charge 53 units		-1,060.00	-123,809.47
Bill Pmt -Check	01/26/2024	1174	RelaDyne West LLC	2 invoices, fuel		-3,640.70	-127,450.17
Bill Pmt -Check	01/26/2024	1175	Rhinehart Oil Co., LLC	Account #R10010645 Inv#CP-166629-24 Fleet Fuel		-237.62	-127,687.79
Bill Pmt -Check	01/26/2024	1176	Semi Service Inc.	INV#189888&189890		-13,882.63	-141,570.42
Bill Pmt -Check	01/26/2024	1177	UniFirst	2 invoices, coveralls, mats, wipers		-172.70	-141,743.12
Bill Pmt -Check	01/26/2024	1178	Up the Creek	2024 sign damage		-424.51	-142,167.63
Bill Pmt -Check	01/26/2024	1179	Veolia North America Inc.	Inv# INV-334595 Waste Disposal		-7,342.13	-149,509.76
Bill Pmt -Check	01/26/2024	1180	Waste Management	Nov + Dec Single stream recycling		-3,643.55	-153,153.31
Bill Pmt -Check	01/26/2024	1181	WF Communications	INV#251411, S&H radio warranty		-22.00	-153,175.31
Bill Pmt -Check	01/26/2024	1182	RelaDyne West LLC	6 invoices, DEC 2023 fuel		-15,377.36	-168,552.67
Check	01/12/2024	1156	Utah Public Treasurers' Inv Fd	Deposit - ACCOUNT 5817		-108,512.64	-277,065.31
Check	01/12/2024	1126	Herman Herrera	Employee loan per signed contract dated 1/12/2024		-2,000.00	-279,065.31
Check	01/12/2024	1127	Braxton Hines	Employee loan per contract signed 1/12/2024		-2,000.00	-281,065.31
Check	01/12/2024	1152	UniFirst	REISSUE: INV 2270012015, -13713, -14548, -14965		-411.82	-281,477.13
Total 1101-Check	01/12/2024	ACH	Mountain America Credit Union	stop check fee - checks lost in mailbox + wind incident		-20.00	-281,497.13
1101-1 - MACU Checking						-281,497.13	-281,497.13
Bill Pmt -Check	01/12/2024	ACH	Cari Chacon	Weekly Cleaning Services		-230.00	-230.00
Bill Pmt -Check	01/26/2024	ACH	Cari Chacon	Weekly Cleaning Services		-460.00	-690.00
Bill Pmt -Check	01/26/2024	1228	Public Employees Health Program	1291, Jan 12th and Jan 26th PD - LTD insurance		-1,019.12	-1,709.12
Bill Pmt -Check	01/26/2024	1229	Public Employees Health Program	1291, January insurance premiums		-50,038.90	-51,748.02
Bill Pmt -Check	01/09/2024	ACH	Health Equity	HSA monthly Admin Fees ID #410ta9d Jan 2024		-72.00	-51,820.02
Check	01/03/2024	ACH	Deluxe Checks	window envelopes reorder (1000)		-231.13	-52,051.15
Check	01/12/2024	IS-50020	Utah State Tax Commission	garnishment repayment		-1.98	-52,053.13
Check	01/15/2024	ACH	Health Equity	HSA monthly contributions for December 2023		-6,804.46	-58,857.59

Solid Waste Special Service District #1 Expenditure Detail by Account

Type	Date	Num	Name	January 2024	Memo	Amount	Balance
Check	01/18/2024	ACH	NMI	INV 286133939, service 1/1/24 - 1/15/24		-62.31	-58,919.90
Check	01/04/2024	ACH	Utah Retirement Systems	12/29/2023 payday ppend date 12/23/23		-15,197.10	-74,117.00
Check	01/17/2024	ACH	Utah Retirement Systems	1/12/24 payday ppend date 1/6/24		-16,867.02	-90,984.02
Check	01/29/2024	ACH	Utah Retirement Systems	1/26/24 payday ppend date 1/20/24		-15,362.56	-106,346.58
Check	01/17/2024	ACH	AMCS Pay	Group fees for January 2024		-3.27	-106,349.85
Check	01/16/2024	ACH	Mountain America Credit Union	chargeback - closed account		-78.00	-106,427.85
Check	01/05/2024	ACH	Mountain America Credit Union	Merch bankcard fee		-72.20	-106,500.05
Check	01/31/2024	ACH	Mountain America Credit Union	Service Charge		-36.46	-106,536.51
General Journal	01/12/2024		PP 12/24/23 - 1/6/24	OPERATING ACCOUNTS:MACU Checking		-96,105.64	-202,642.15
General Journal	01/12/2024		PP 12/24/23 - 1/6/25	Third Party ACH		-809.08	-203,451.23
General Journal	01/26/2024		PP 1/7/24 - 1/20/24	OPERATING ACCOUNTS:MACU Checking		-83,888.84	-287,340.07
Total 1101- General Journal	01/26/2024		PP 1/7/24 - 1/20/25	Third Party ACH		-809.08	-288,149.15
1101 - Zions Bank Checking						-288,149.15	-288,149.15
Bill Pmt -Check	01/02/2024	ACH	Revco (Les Olson) Leasing	Inv#216417 Dec23 Lease PMT Sharp MX-3071		-240.71	-240.71
Bill Pmt -Check	01/03/2024	ACH	Revco (Les Olson) Leasing	Inv#216717 Dec23 Lease PMT Sharp MX-4071		-300.05	-540.76
Bill Pmt -Check	01/10/2024	ACH	Dominion Energy 0421860000 Ofc	Acct # 0421860000 - Nov 18 - Dec 18 2023 Svc		-78.25	-619.01
Bill Pmt -Check	01/10/2024	ACH	Dominion Energy 8288403095 CRC	Acct # 8288403095 Nov 18 - Dec 18 2023 Src CRC		-278.80	-897.81
Bill Pmt -Check	01/10/2024	ACH	Dominion Energy 2524170000 Shop	Acct # 2524170000 Nov 18 - Dec18 2023 Svc Shop		-134.05	-1,031.86
Bill Pmt -Check	01/10/2024	ACH	Dominion Energy 5523721573 TNS	Acct#5523721573 Nov 18 - Dec 18 23 TNS		-1,002.54	-2,034.40
Bill Pmt -Check	01/02/2024	ACH	US Postmaster	2024 fee increase mailer postage		-772.92	-2,807.32
Bill Pmt -Check	01/20/2024	ACH	Grand Water & Sewer Service Agency	15.0439.03		-99.74	-2,907.06
Bill Pmt -Check	01/05/2024	ACH	US Postmaster	First-Class Presort		-355.84	-3,262.90
Bill Pmt -Check	01/09/2024	ACH	Verizon Wireless	372356356-00001		-633.47	-3,896.37
Bill Pmt -Check	01/23/2024	ACH	Revco (Les Olson) Leasing	Inv#215359 Jan24 Lease PMT Sharp BP70C31		-136.05	-4,032.42
Bill Pmt -Check	01/29/2024	ACH	Zions Bank	Bomag loan Account # 1010000357457		-54,151.71	-58,184.13
Bill Pmt -Check	01/31/2024	ACH	Revco (Les Olson) Leasing	Inv#219183 Jan24 Lease PMT Sharp MX-3071		-240.71	-58,424.84
Bill Pmt -Check	01/25/2024	ACH	Revco (Les Olson) Leasing	INV EA1366558, BW + Color copies		-255.57	-58,680.41
Total 1101 Check	01/31/2024			Service Charge		-50.00	-58,730.41
						-58,730.41	-58,730.41
						-628,376.69	-628,376.69
						-628,376.69	-628,376.69

Solid Waste Special Service District #1 Expenditure Detail by Account

Type	Date	Num	Name	January 2024	Memo	Amount	Balance
						\$ (334,518.17)	
						\$ (126,615.47)	
						\$ (461,133.64)	
						\$ (58,730.41)	
						\$ (334,518.17)	64%
						\$ (185,345.88)	36%
						\$ (519,864.05)	100%
						\$ 108,512.64	
						\$ (628,376.69)	

Canyonlands Solid Waste Service District
Agenda Item F summary 2.21.24 Meeting

Presenter: Lily Houghton

Need or issue before the Board:

Accept and sign Mountain America Credit Union business credit card letter requesting a combined credit limit of \$41,000.00.

Background:

Currently, SWSSD1's Executive, Operations, and Administrative Directors and the Facilities Manager have credit cards at Zions Bank. With transitioning SWSSD1's bank accounts to MACU it will be operationally easier to have all banking under one roof. The requested \$41,000.00 credit limit gives the following employees the specified amount of credit:

1. Executive Director, Michael Kenerly: Credit limit \$10,000.00
2. Operations Director, Christopher Scovill: Credit limit \$8,000.00
3. Administrative Director, Lily Houghton: Credit limit \$8,000.00
4. Facilities Manager, Levi Crowe: Credit limit \$7,000.00
5. Operations Manager, Ron Bogart: Credit limit \$4,000.00
6. District Clerk, Jessica Thacker: Credit limit: \$4,000.00

Attachments: SWSSD1 MACU Credit Card application letter

Recommendation:

I ask two members of the board to sign the MACU business credit card letter authorizing Treasurer Mary McGann to apply for a \$41,000.00 business line of credit. Once the line of credit is approved Mary can issue a card in each of the above employees names with the designated credit limit.



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Tel: (435) 259-6314 | Fax: (435) 259-8466
swssd1@swssd1.org | www.swssd1.org

*Kevin Fitzgerald, Chairperson
Chad Harris, Vice-Chairperson
Mary McGann, Treasurer
Diane Ackerman, Member
Colin Topper, Member*

February 21, 2024

**Mountain America Credit Union
Business Services Team**

RE: Business Credit Cards Application for SWSSD1

Dear Mr. Spracklen,

This letter hereby authorizes Mary McGann, Treasurer of Solid Waste Special Service District #1's Board of Directors, to apply for MACU Visa Business Credit Card line of credit with a limit of \$41,000.00.

Sincerely,

SOLID WASTE AUTHORITY



Printed on 100%
recycled paper

Canyonlands Solid Waste Service District
Agenda Item H summary 2.21.24 Meeting

Presenter: Lily Houghton

Need or issue before the Board:

Amend or cancel the SWSSD1 Employee Loan policy, agenda item H

Background:

SWSSD1 currently offers an employee loan to any full-time staff in “good standing” of up to \$2000.00, paid back within a 2-year timeframe via payroll deduction. The amended Employee Loan Form makes the following changes:

- Limit loans to \$1,000.00
- Limit loan maturity to one year.
- Minimum repayment of \$40.00/pay period.
- Employees cannot be in negative balance for vacation time nor go into negative vacation with an outstanding loan. (SWSSD1 allows staff to go into a negative balance for vacation time up to 40 hours, with the thought that negative vacation could be recouped from a final paycheck in the event of the staff member quitting - pg. 20 of Employee Handbook)

Currently as of 2/14/2024, there are six active employee loans with a total outstanding balance of \$6,207.00.

Recommendation:

I would ask the Board to choose to either amend the policy or cancel it entirely. A recent (1/24/2024) Bankrate survey found over 1/3rd of Americans could not afford an unanticipated expense of \$1,000 and would need to borrow funds to pay for it (<https://www.bankrate.com/banking/savings/emergency-savings-report/>). Personally, I (lily) find this policy to be attractive to employees, but it needs to be amended to protect SWSSD1. I think lowering the borrowable amount, and setting more parameters outlined in the updated form are important if the policy is to remain. Please note that, to my knowledge, the Auditors recommend that this policy be terminated, but did not give specifics as to why this policy should not exist.



Canyonlands Solid Waste Authority

Employee Loan Policy

February 2024

Issued by:

Solid Waste Special Service District 1, DBA Canyonlands Solid Waste Authority
2295 Highway 191
Moab, Utah 84532

Table of Contents

Employee Loan Policy

- 1.0 DEFINITIONS
- 2.0 INTRODUCTION
- 3.0 ELIGIBILITY
- 4.0 REPAYMENT OF LOANS
- 5.0 TERMINATION OF BORROWER
- 6.0 LOAN LIMITATIONS
- 7.0 BORROWER AGREEMENT

1.0 DEFINITIONS

Borrower: An employee of SWSSD1 named on the SWSSD1 Employee Loan Agreement

Employee Loan Agreement: The signed loan document on page 3 of this form

Good Standing: An active employee of SWSSD1 who is routinely meeting job expectations.

2.0 INTRODUCTION

Under certain situations when an employee has an emergency financial need (such as but not limited to needing to make tax payments, housing costs, medical treatment) the employee may request a loan. The employee must meet certain criteria and be in good standing with Solid Waste Special Service District 1 (SWSSD1) to be considered for a loan. The loan will be paid back through a payroll deduction.

Conditions under which loans are offered may change without notice. The amount of loan offered is subject to change without notice. Applications for the loan must be completed by the requester and approved and duly signed by the Administrative Director, the Executive Director and witnessed by the District Clerk. All loans are processed as accounts payable. The loan amount cannot be paid directly to the employee through the payroll system.

3.0 ELIGIBILITY

Employee loans can be requested by employees who do not have any outstanding loans with SWSSD1, are active employees of at least six (6) months in good standing and may not have a negative vacation balance to be considered for a loan, nor go into a negative vacation balance while they have an outstanding loan. The Executive Director may waive the time working requirement at their discretion. Temporary or part-time employees are not eligible for work loans.

4.0 REPAYMENT OF LOANS

All employees are responsible for the repayment of loans as per the terms outlined in this policy. Loans are offered to employees for a maximum period of one (1) year. A repayment schedule will be offered to the borrower at the time of approval of the loan. The minimum repayment rate is forty dollars (\$40.00) per pay period. The repayment of the loan will come out of the employee's paycheck; payments will be made as a payroll deduction until the loan is paid in full. No penalty will be charged for prepayments or additional payments, and a pay off in full can be made at any time. Requests for additional payments and/or payoffs must be made in writing to the Administrative Director.

5.0 TERMINATION OF EMPLOYMENT OF THE BORROWER

In the case of termination of the employee all loan amounts are due and payable in full to SWSSD1 at the time of termination. If no payment is received prior to the employee's final paycheck the monies due in full will come out of their paycheck and any accruals paid out upon termination. This may result in a smaller than normal final check, up to a possible zero-dollar (\$0.00) final check. If an additional balance is due after the zero-dollar final paycheck this amount is due in full within 30 days of termination or legal action may be taken against the Borrower.

6.0 LOAN LIMITATIONS

Loan amount cannot exceed one thousand dollars (\$1,000.00). Up to two loans can be obtained by an employee within a period of twelve months. However, a second loan will not be approved until the first loan is paid in full. The borrower is responsible for the repayment of the loan in the timely manner agreed to and described in this policy. Failure to comply may lead to disciplinary action including but not limited to legal action. The borrower is the employee in whose name the loan is issued.

7.0 BORROWER AGREEMENT

SWSSD1 EEMPLOYEE LOAN AGREEMENT

I, _____ request to borrow the sum of \$ _____ dollars from Solid Waste Special Service District #1 DBA Canyonlands Solid Waste Authority.

My request for this loan is for _____.

I understand that it is my responsibility to pay back the loan in full within a one-year (1) period. If I am terminated before the loan is paid in full it may result in a zero-dollar final paycheck and I may still owe the remaining balance on the loan. If that balance due is not paid in full within 30 days of termination, I understand this may result in legal action being taken against me. _____ Borrower initials

The loan repayment will begin on my next payroll (date _____) and will result in \$ _____ taken out of my paycheck for _____ pay periods until the loan is paid in full.

Print Name of Borrower _____

Borrower signature _____ Date __/__/__

Administrative Director name _____

AD signature _____ Date __/__/__

Hire Date _____ AD Initials _____; Time requirement waived - Yes or No ED Initial _____

Approved or Denied by District Executive Director on Date __/__/__ Initial _____

Executive Director name _____

Signature of District Executive Director _____

Witnessed by (Print name & Title) _____

Signature of Witness _____ Date __/__/__



CANYONLANDS

SOLID WASTE AUTHORITY

Employee Loan Policy

February 2022

DRAFT

Issued by:
Canyonlands Solid Waste Authority
2295 Highway 191
Moab, Utah 84532

Table of Contents

Employee Loan Policy

- 1.0 INTRODUCTION/SITUATION
- 2.0 ELIGIBILITY
- 3.0 REPAYMENT OF LOANS
- 4.0 TERMINATION OF BORROWER
- 5.0 LOAN LIMITATIONS
- 6.0 BORROWER AGREEMENT

DRAFT

1.0 INTRODUCTION

Under certain situations when an employee has an emergency financial need (Such as but not limited to needing to make tax payments, housing cost, medical treatment) The employee may request a loan. The employee must meet certain criteria and be in good standing. The loan will be paid back through a payroll deduction.

2.0 ELIGIBILITY

Employee loans can be requested by employees who do not have any outstanding loans with the company, are active employees and in good standing. The employee must be a full-time employee with at least 6 months' time working for the Solid Waste Special Service District DBA Canyonlands Solid Waste Authority. The District Director may waive the time working requirement. Temporary or part-time employees are not eligible for work loans.

3.0 REPAYMENT OF LOANS

All employees are responsible for the repayment of loans as per the terms outlined in this policy. Loans are offered to employees for a period of a maximum of two years. A repayment schedule will be offered to the borrower at the time of the approval of the loan. The repayment of the loan will come out of the employee's paycheck. A pay off of the loan in full can be made at any time. Payments will be made as a payroll deduction until the loan is paid in full. No penalty will be charged for prepayments or extra payments. Conditions under which loans are offered can change without notice. The amount of loan offered is subject to change without notice. Applications for the loan must be completed by the requester and dully signed by the HR and the District Director. All loans are processed as accounts payable. The loan amount cannot be paid directly to the employee through the payroll system.

4.0 TERMINATION OF BORROWER

In the case of termination of the employee all loan amounts are due and payable in full to the company. If now payment is received prior to the employee's final paycheck the monies due in full will come out of their paycheck and accruals paid out upon termination. This may result in a smaller than normal final check and may also net a \$0.00 net check.

5.0 LOAN LIMITATIONS

Loan amount cannot exceed \$2000.00. Up to two loans can be obtained by an employee within a period of twelve months. However, a second loan cannot be approved until the first one is paid in full. The borrower is responsible for the repayment of the loan in a timely manner as described in this policy. Failure to do so can lead to disciplinary action including but not limited to legal action. The BORROWER is the employee in whose name the loan is issued.

6.0 BORROWER AGREEMENT

The borrower will request in writing by submitting a loan application. The loan application must include the total amount requested (up to \$2000.00), a brief description of the reason the loan is requested, a payment schedule and be signed by the employee, signed by the HR representative, the District Director and witnessed by the District Clerk.

BORROWER AGREEMENT

I, (employee legal name) _____ request to borrow the sum of \$ _____ dollars from Solid Waste Special Service District #1 DBA Canyonlands Solid Waste Authority.

My request for this loan is for _____.

I understand that it is my responsibility to pay back the loan if full with-in a two-year period. If I am terminated before the loan is paid in full it may result in a zero-dollar final paycheck and I may still owe a remaining balance on the loan and if that is not paid in full within 30 days of termination it may result in legal action taken against me.

The loan repayment will begin on my next payroll date and will result in \$ _____ taken out of my paycheck for thirteen pay periods (26 weeks) until the loan is paid in full.

Applicant signature _____ Date __/__/__

Print Name of applicant _____

Name of HR representative _____

HR Representative signature _____ Date __/__/__

Approved or Denied by District Executive Director on Date __/__/__ Initial _____

6 Months of time worked for Canyonlands Solid Waste – Hire date or waived.

Hire Date 11/28/2022 Initial _____ Time requirement waived - Yes or No Initial _____

District Executive Director name _____

Signature of District Executive Director _____

Witnessed by (Print name & Title) _____

Signature of Witness _____ Date __/__/__