

# **SOLID WASTE SPECIAL SERVICE DISTRICT #1 (SWSSD1)**

## ***DBA Canyonlands Solid Waste Authority***

**Regular Meeting:** <https://www.youtube.com/watch?v=uhnkBOSDspY>

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

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### **MINUTES: REGULAR MEETING OF THE SWSSD1 ADMINISTRATIVE CONTROL BOARD**

***Wednesday, July 17, 2024, 4:00 P.M.***

**Board Members Present:** Mary McGann (Treasurer), Colin Topper (Moab City Council Representative), Diane Ackerman (Castle Valley Representative), and Mike Duniway (At-Large Member) were present.

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

**Two members of the public were present.**

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.)**

Mary McGann called the meeting to order at 4:01PM. She requested a moment of silence from all in attendance to honor the memory of Board Member, Chad Harris, following his recent passing.

#### **ELECTION OF OFFICERS**

**MOTION:** Colin Topper motioned/Diane Ackerman seconded to elect Mary McGann as Interim Chair and Colin Topper as Vice Chair. Mary McGann, Colin Topper, Diane Ackerman, and Mike Duniway voted yes. Motion passed 4-0.

#### **CITIZEN'S INPUT**

Sara Melnicoff (Moab Solutions) provided the following public comment by expressing condolences to the passing of Board Member Chad Harris while also stating appreciation to the staff at the Community Recycle Center (CRC) for their hard work. They also voiced concern over the new hours of operations at the CRC stating it caused strain on their operations. Sara Melnicoff stated that previous directors had provided Moab Solutions with access to the CRC outside of normal hours of operations and requested similar access from current management.

She suggested the District consider adopting a dual recycling curbside collection system to avoid losing control of the waste stream to private entities.

Ashley Wareham introduced herself stating that she had no comments to provide and was there to observe the meeting.

No other Citizen's Input was provided.

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

##### **A. ACTION ITEM: REVIEW AND APPROVAL OF JUNE 19, 2024 REGULAR MEETING MINUTES**

**MOTION: Colin Topper motioned/Diane Ackerman seconded to approve the minutes for June 19, 2024 Regular Meeting minutes as presented in the July 17, 2024 Board packet. Mary McGann, Colin Topper, Diane Ackerman, and Mike Duniway voted yes. Motion passed 4-0.**

#### **TREASURER/FINANCIAL**

##### **B. ACTION ITEM: REVIEW AND APPROVE JUNE 2024 FINANCIALS**

Lily Houghton provided an overall summary of expenditures for the months of June 2024 in which she stated fuel costs, payroll, and costs associated with repairs, service, and maintenance as the main bulk of the expenses. She stated that the changes in hours of operations in July should lower expenses and that both operational and fuels expenditures were lower for the month of June. Lily Houghton outlined unique expenses such as a payment to the PTIF Fund, the roll-off rental, and payment to the District's yearly financial audit.

**MOTION: Diane Ackerman motioned/Colin Topper seconded to approve the expenditures of the month of June 2024 in the amount of \$510,483.64 as presented in the Board Packet. Mary McGann, Colin Topper, Diane Ackerman, and Mike Duniway voted yes. Motion passed 4-0.**

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

##### **C. STAFF REPORTS**

Mike Kenerley provided a staff report by providing an overall summary of fleet, operations, and staffing status stating that June 2024 had proven to be a difficult month especially with multiple equipment and fleet breakdowns, minor pushback received regarding the earlier fleet start times due to current noise ordinances. He provided an update on the effects and response from the community with the removal of glass from single-stream recycling. A brief discussion on glass recycling, specifically source-separated glass recycling, ensued. Mike Kenerley stated that he had received two direct complaints regarding the changes in hours of operations at certain District facilities. He

stated that the Board needed to be aware of future major expenses such as repair of the baler and other various pieces of equipment, scale replacement at the Community Recycle Center, replacement of the power washer, purchase of polycarts and roll-off truck chassis system, and engineering costs for the permit renewals of both the Klondike and Moab Landfills. A brief discussion on the necessity and design of the roll-off chassis system ensued.

Lily Houghton provided a brief staff report stating that she had reached out to two (2) individuals regarding the current open Board vacancy as well as the upcoming end of term for Diane Akerman and a brief update on the implementation of the AMCS software. She stated that she had reached out to the District's auditor regarding the potential action of allowing the Executive Director as an alternative signer for when Board Members are unavailable. Mary McGann reiterated a conversation she held previously regarding this potential action and stated that the auditor had not favorably recommended this action. She stated that assigning the Executive Director as an alternative signer only in specific situations that would be outlined when the Board By-Laws were revised would be an ideal method to move this action forward. Diane Ackerman suggested that all Board Members should be trained to sign off on checks to avoid the situation of unavailable Board Members. Mike Duniway offered to electronically sign any financial authorization forms to speed up the training process. No further discussion on this item was held.

Jessica Thacker provided a brief staff report with updates regarding the delivery of the redesigned single-stream recycling deals, the continued informational campaign on the changes in hours of operations, a complete redesign of the District website on a new platform, a summary of the storm debris cleanup event, and other completed programmatic tasks. She also stated that the Fall Re-Use Artists had been selected and would be touring the facilities soon as well as the potential grant opportunity regarding composting in tandem with other governmental entities.

Nick Lundberg provided a brief staff report in which he stated he was in discussion with the auditor regarding items needed from District staff to complete the audit report.

#### **D. BOARD REPORTS**

Mary McGann provided a brief update stating that the Board had neglected to provide a one-year evaluation for the Executive Director, and she provided a summary of the process and historical precedence. She stated that she had expressed appreciation to Bill Jackson during a Grand County Commission for allowing the District the use of the water truck during the 4<sup>th</sup> of July fireworks display for fire suppression methods.

No other Board reports were given.

<b>OLD BUSINESS</b>
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**E. *POSSIBLE ACTION ITEM: VOTE FOR SPECIAL POPULATION SERVICE DISCOUNT***

Lily Houghton provided a brief review of the agenda item and stated that it would cost the District approximately \$1,300 if the District moved forward with this discount. She reached out to the Utah Association of Special Districts and stated they had agreed that it is within the District's legal rights to provide such a discount, but it must be clearly outlined prior to implementation and the ultimate decision be left with the Board whether to implement the discount or not. Mary McGann expressed favor in moving forward once the policy had been outlined, a resolution drafted, and not implemented until the new year after the city contract had been in place for a period of time. A brief discussion on the costs and potential policy ensued. Nick Lundberg suggested ways to avoid confusion when billing such as adding a separate line item on a customer's bill. Mary McGann directed District staff to begin drafting the policy and associated resolution of this action item for future approval.

**F. *POSSIBLE ACTION ITEM: EXECUTIVE DIRECTOR AS SIGNER ON SWSSD1 BANK ACCOUNTS***

This discussion and possible action item took place during Lily Houghton's Staff Report. Please refer to those notes for further information. It is noted that Mary McGann directed District staff to begin drafting the policy and associated resolution of this action item for future approval.

<b>NEW BUSINESS</b>
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**G. *DISCUSSION ITEM: EXECUTIVE DIRECTOR ANNUAL REVIEW***

The discussion for this agenda item took place during Mary McGann's Board Report. Please refer to those notes for further information.

<b>FUTURE CONSIDERATIONS</b>
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**H. *NEXT REGULARLY SCHEDULED MEETING OF THE ACB IS SET FOR WEDNESDAY, AUGUST 21, 2024***

<b>ADJOURNMENT</b>
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**I. *ADJOURNMENT***

The meeting was adjourned by Mary McGann at 5:10PM.

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**

### **Agenda Item B Summary 8.21.24 Meeting**

Presenter: Lily Houghton

#### **Need or issue before the Board:**

Approval of Expenditure for the Month of July 2024

#### **Background:**

Expenditures to note:

Expenses were consistent with June's. A payment made to the PTIF fund, payroll expenditures trending down with hour changes.

- Payroll expenses were \$197,510.48 – 1<sup>st</sup> payroll included 7/4 holiday. 2<sup>nd</sup> payroll OT hours were down by about 30 hours. Payroll was \$5.5K less overall – believe this to be from reduced hours.
- Operations expenses were \$137,856.17. This is consistent with June's spending
  - Fuel expenses \$6K higher than June (\$23,962 v \$17,672)
  - Vehicle R&M \$10,118 (down \$40K compared to June)
  - Facility R&M \$12,500 for scale repair
  - Mailer for operational changes (SSR and hours) \$2,500
  - Rentals for ROF \$8,700
  - Capital expenses: \$21K for Conex box for Klondike Landfill

**Attachments:** July 2024 Expenditure Report

#### **Recommendation:**

Motion to approve the expenditures of the month of July 2024 in the amount of \$483,247.43.

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

Type	Date	Num	Name	Memo	Amount	Balance
<b>1100 - OPERATING ACCOUNTS</b>						
<b>1101-3 - MACU - Operations Checking</b>						
Bill Pmt -Check	07/12/2024	1413	Airgas USA LLC	PPE + uniforms for all facilities	-1,099.39	-1,099.39
Bill Pmt -Check	07/26/2024	1426	Airgas USA LLC	2 invoices, eyewash station, electrolytes	-1,321.96	-2,421.35
Bill Pmt -Check	07/12/2024	1414	ARH Fencing	repair CRC fence, insurace reimbursement	-1,836.00	-4,257.35
Bill Pmt -Check	07/26/2024	1427	Atlas Scale Co., Inc.	scale repair at KLF	-12,510.00	-16,767.35
Bill Pmt -Check	07/12/2024	ACH	Big Truct Rentral	INV-54010, 2024 Peterbuilt ROF rental	-8,700.00	-25,467.35
Bill Pmt -Check	07/12/2024	1415	Canyonlands Copy Center & Advertising	2 invs, op changes mailer + MLF tickets	-2,835.00	-28,302.35
Bill Pmt -Check	07/12/2024	ACH	Cari Chacon	6/28 and 7/5 cleanings	-420.00	-28,722.35
Bill Pmt -Check	07/26/2024	ACH	Cari Chacon	7/12 and 7/19 cleanings	-420.00	-29,142.35
Bill Pmt -Check	07/15/2024	ACH	Cat Financial - 938M	small wheel loader monthly payment	-3,634.69	-32,777.04
Bill Pmt -Check	07/12/2024	1416	City of Moab	INV#5364 Water Truck for MLF	-355.60	-33,132.64
Bill Pmt -Check	07/12/2024	1417	Desert West Office Supply	INV 263813, office paper	-91.98	-33,224.62
Bill Pmt -Check	07/26/2024	1428	Desert West Office Supply	INV 263907, sheet protectors	-7.30	-33,231.92
Bill Pmt -Check	07/17/2024	ACH	Dominion Energy 0421860000 Ofc	acct 0421860000, service 5/18/24 - 6/20/24	-9.13	-33,241.05
Bill Pmt -Check	07/17/2024	ACH	Dominion Energy 2524170000 Shop	acct 2524170000, service 5/18/24 - 6/20/24	-6.95	-33,248.00
Bill Pmt -Check	07/17/2024	ACH	Dominion Energy 5523721573 TNS	service 5/18/24 - 6/20/24 TNS, Shop & HQ	-33.52	-33,281.52
Bill Pmt -Check	07/17/2024	ACH	Dominion Energy 8288403095 CRC	Acct 8288403095, service 5/18 - 6/20	-6.75	-33,288.27
Bill Pmt -Check	07/12/2024	1418	Elwood Staffing Services 2146	Temp labor - CRC	-1,886.40	-35,174.67
Bill Pmt -Check	07/26/2024	1429	Elwood Staffing Services 2146	Temp labor - CRC	-1,965.00	-37,139.67
Bill Pmt -Check	07/22/2024	ACH	Emery Telcom 2120AP	Account No. 3458100, 7/1 - 7/31 Svc	-506.15	-37,645.82
Bill Pmt -Check	07/26/2024	1430	GJ Computer Center, Inc.	INV 1285, July service fees IT	-865.00	-38,510.82
Bill Pmt -Check	07/26/2024	1431	Grainger	parts, shop sink, load locks	-677.34	-39,188.16
Bill Pmt -Check	07/26/2024	1432	Grand Tire PRO a/k/a Chip's	tires for Rolloff, Garbage truck and equip	-9,255.66	-48,443.82
Bill Pmt -Check	07/20/2024	ACH	Grand Water & Sewer Service Agency	June service, W/S	-125.54	-48,569.36
Bill Pmt -Check	07/26/2024	1433	H.H.H Incorporated	INV 50238, decals for SS carts	-3,164.65	-51,734.01
Bill Pmt -Check	07/26/2024	1434	Inland Truck Parts & Service Company	5 invs, various parts	-923.73	-52,657.74
Bill Pmt -Check	07/12/2024	1419	Jack's Tire & Oil	INV 24-0566966-014, 2 retreads 11R22.5	-528.36	-53,186.10
Bill Pmt -Check	07/26/2024	1435	Kimball Midwest	solvents, starting fluid, spray paint	-424.88	-53,610.98
Bill Pmt -Check	07/12/2024	1420	Moab Auto Parts (Car Quest)	4 invoices, various parts	-594.88	-54,205.86
Bill Pmt -Check	07/26/2024	1436	Moab Auto Parts (Car Quest)	12 invoices, various parts	-2,542.04	-56,747.90

## Solid Waste Special Service District #1

### Expenditure Detail by Account

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/26/2024	1437	Moab Family Chiropractic	INV CT11125, DOT physical	-135.00	-56,882.90
Bill Pmt -Check	07/26/2024	1438	Occupational Health Care International	DOT drug tests	-295.00	-57,177.90
Bill Pmt -Check	07/12/2024	1421	Packard Wholesale & Distributing	air freshener, bath tissue, kitchen bags	-158.29	-57,336.19
Bill Pmt -Check	07/26/2024	1439	Packard Wholesale & Distributing	3 invs, water, cleaning supplies	-744.93	-58,081.12
Bill Pmt -Check	07/12/2024	ACH	Peak Wireless Services	INV 19542, radio service July	-580.00	-58,661.12
Bill Pmt -Check	07/26/2024	1440	Peterbilt	3 invoices, parts for trucks	-4,435.32	-63,096.44
Bill Pmt -Check	07/26/2024	ACH	Quality HVAC Moab	INV 7567, 76 unit recoveries	-1,570.00	-64,666.44
Bill Pmt -Check	07/26/2024	ACH	Recycling Coalition of Utah	2024 annual membership	-249.00	-64,915.44
Bill Pmt -Check	07/12/2024	ACH	RelaDyne West LLC	Fleet fuel	-11,637.37	-76,552.81
Bill Pmt -Check	07/26/2024	ACH	RelaDyne West LLC	Fleet fuel	-11,922.24	-88,475.05
Bill Pmt -Check	07/03/2024	ACH	Revco (Les Olson) Leasing	July 24 Lease PMT Sharp MX-4071	-300.05	-88,775.10
Bill Pmt -Check	07/01/2024	ACH	Revco (Les Olson) Leasing	July 24 Lease PMT Sharp MX-3071	-240.71	-89,015.81
Bill Pmt -Check	07/24/2024	ACH	Revco (Les Olson) Leasing	July Lease PMT Sharp BP70C31	-136.70	-89,152.51
Bill Pmt -Check	07/29/2024	ACH	Revco (Les Olson) Leasing	meter readings	-136.10	-89,288.61
Bill Pmt -Check	07/31/2024	ACH	Revco (Les Olson) Leasing	Aug 24 Lease PMT Sharp MX-3071	-240.71	-89,529.32
Bill Pmt -Check	07/12/2024	1422	Rhinehart Oil Co, LLC	79402CT, fleet fuel	-132.44	-89,661.76
Bill Pmt -Check	07/26/2024	1441	Rhinehart Oil Co, LLC	81866CT, fleet fuel	-270.91	-89,932.67
Bill Pmt -Check	07/07/2024	ACH	Rocky Mountain Power 3816	Monthly service 5/16-6/15 service	-817.95	-90,750.62
Bill Pmt -Check	07/12/2024	1423	SJR Media	advertising for open positions	-375.00	-91,125.62
Bill Pmt -Check	07/26/2024	1442	Smuin, Rich & Marsing, Inc.	Draft Financial Stmt/Audit	-2,280.00	-93,405.62
Bill Pmt -Check	07/26/2024	ACH	T Mobile	credit covered payment for tablets	0.00	-93,405.62
Bill Pmt -Check	07/12/2024	1424	UniFirst	coveralls/mats/wipers	-230.25	-93,635.87
Bill Pmt -Check	07/26/2024	1443	UniFirst	coveralls/mats/wipers	-184.95	-93,820.82
Check	07/05/2024	ACH	US Postmaster	June service billing	-370.55	-94,191.37
Bill Pmt -Check	07/12/2024	ACH	VeloChase Group, LLC	March, April + June accounting	-3,600.00	-97,791.37
Bill Pmt -Check	07/22/2024	ACH	VeloChase Group, LLC	INV 2024053110, May accounting	-6,964.43	-104,755.80
Bill Pmt -Check	07/07/2024	ACH	Verizon Wireless	monthly service 5/16-6/15 service	-392.69	-105,148.49
Bill Pmt -Check	07/26/2024	1444	Walker's True Value Hdwe., Inc.	3 invoices, various shop needs	-159.06	-105,307.55
Bill Pmt -Check	07/26/2024	1445	Waste Management	INV IAC5663812, SSR June 2024	-766.95	-106,074.50
Bill Pmt -Check	07/26/2024	1446	Wheeler Cat - PRINT Invs SEPARATELY	fuel pressuer sensort for 302, o-rings	-257.93	-106,332.43
Bill Pmt -Check	07/26/2024	1447	William Scotsman, Inc	20X8 cont office box + delivery	-21,029.50	-127,361.93



## Solid Waste Special Service District #1

### Expenditure Detail by Account

Type	Date	Num	Name	Memo	Amount	Balance
Bill Pmt -Check	07/12/2024	1425	Zunich Bros Mechanical	June portapotty service	-414.00	-127,775.93
Total 1101-3 - MACU - Operations Checking					-127,775.93	-127,775.93
<b>1101-1 - MACU Payroll Checking</b>						
Check	07/02/2024	ACH	Cardconnect	CC merchant processors 6/1 - 6/30/2024	-3,104.20	-3,104.20
Check	07/03/2024	ACH	Health Equity	HSA May contributions	-6,650.12	-9,754.32
Check	07/03/2024	ACH	NMI	287600007, 6/18- 6/30	-35.08	-9,789.40
Bill Pmt -Check	07/08/2024	ACH	Health Equity	HSA monthly Admin Fees July 2024	-65.10	-9,854.50
Check	07/08/2024	ACH	Mountain America Credit Union	merchant bankcard	-69.99	-9,924.49
Bill Pmt -Check	07/12/2024	1269	Chris Scovill	refund:additional insurance 1/1/22 - 6/14/24	-1,026.00	-10,950.49
Bill Pmt -Check	07/12/2024	1270	PEHP Flex	Contributions 6/1/24 - 6/30/24	-258.32	-11,208.81
Bill Pmt -Check	07/12/2024	1271	PEHP Long-Term Disability	agency: 1291, PP 6/23/24 - 7/6/24	-429.87	-11,638.68
Check	07/12/2024	ACH	Utah Retirement Systems	7/12/24 PP 6/23/24 - 7/6/24	-14,935.35	-26,574.03
Check	07/12/2024	50032	Johnson Mark LLC	Garnishment 7/12/24 payroll	-365.54	-26,939.57
Check	07/12/2024	50033	California State Disbursement Unit	Child Support 7/12/24 payroll	-613.84	-27,553.41
General Journal	07/12/2024			7/12/24 payroll expenses	-84,315.99	-111,869.40
General Journal	07/12/2024			Child Support 7/12/24 payroll	-809.08	-112,678.48
Check	07/17/2024	ACH	NMI	287816192, 7/1 - 7/15	-51.29	-112,729.77
Check	07/19/2024	ACH	Mountain America Credit Union	chargeback - 7/19/24 - not sufficient funds	-64.00	-112,793.77
Check	07/19/2024	ACH	AMCS Pay	AMCS group fees	-3.85	-112,797.62
Bill Pmt -Check	07/26/2024	1272	PEHP Long-Term Disability	agency: 1291, 7/7/24 - 7/20/24	-410.56	-113,208.18
Bill Pmt -Check	07/26/2024	1273	Public Employees Health Program	1291, August insurance premiums	-48,552.86	-161,761.04
Bill Pmt -Check	07/26/2024	1274	Public Employees Health Program	1291, August life insurance	-443.89	-162,204.93
Check	07/26/2024	50034	Johnson Mark LLC	Garnishment 7/26/24 payroll	-157.71	-162,362.64
Check	07/26/2024	50035	California State Disbursement Unit	Child Support 7/26/24 payroll	-613.84	-162,976.48
General Journal	07/26/2024			7/26/24 payroll expenses	-79,810.59	-242,787.07
General Journal	07/26/2024			Child Support 7/26/24 payroll	-809.08	-243,596.15
Total 1101-1 - MACU Payroll Checking					-243,596.15	-243,596.15
<b>1101 - Zions Bank Checking</b>						
Transfer	07/17/2024		C Scovill CC 9333	Funds Transfer	-2,578.95	-2,578.95
Transfer	07/17/2024		M Kenerley CC 3922	Funds Transfer	-628.35	-3,207.30
Transfer	07/17/2024		L Crowe CC 1018	Funds Transfer	-155.41	-3,362.71

Solid Waste Special Service District #1  
Expenditure Detail by Account

Type	Date	Num	Name	Memo	Amount	Balance
Total 1101 - Zions Bank Checking					-3,362.71	-3,362.71
Total 1100 - OPERATING ACCOUNTS					-374,734.79	-374,734.79
TOTAL					-374,734.79	-374,734.79
MACU subtotal Payroll					-\$243,596.15	
MACU Subtotal Operations					-\$127,775.93	
MACU TOTALS					-\$371,372.08	
Zions Subtotal Operations					-\$3,362.71	
Payroll Grand Total					-\$243,596.15	
Operations Grand Total					-\$131,138.64	
Expenitiures Grand Total					-\$374,734.79	
Fund Transfers to PTIF					-\$108,512.64	
Total Expenditures and Transfers					-\$483,247.43	

**From:** [Mike Kenerley](#)  
**To:** [Lily Houghton](#)  
**Subject:** FW: Online Form Submission #7222 for Board, Commission, Committee & Special Service District Application & Certification Form  
**Date:** Monday, July 22, 2024 12:37:18 PM

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Mike Kenerley

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Monday, July 22, 2024 12:15 PM  
**To:** commadmin@grandcountyutah.net; Mike Kenerley <mkenerley@swssd1.org>  
**Subject:** Online Form Submission #7222 for Board, Commission, Committee & Special Service District Application & Certification Form

[EXTERNAL]

## Board, Commission, Committee & Special Service District Application & Certification Form

Board, Commission, Committee & Special Service District Application &  
Certification Form

Instructions: Complete and sign this form and return it to Grand County  
Commission Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or  
[commission@grandcountyutah.net](mailto:commission@grandcountyutah.net)

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Board, Commission, Committee or Special Service District	Solid Waste Special Service District
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Name:	Ashley Wareham
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Mailing Address:	<div></div>
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City:	Moab
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State:	Utah
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Zip Code:	84532
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Day Phone:	<div></div>
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Email Address:



In what year did you establish your current residency in Grand County?

1985

If not Grand County, which county do you reside in?

NA

Occupation or professional training:

Manager for Harrison Oilfield Services

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

I manage finances, employees and day to day operations in a successful local construction company that frequently utilizes the Solid Waste services in many different levels. Just as many aspects in construction are regulated, I understand each of your sites are too strictly regulated by state and federal laws. I know the language of heavy equipment, diesel trucks and fleet vehicles along with knowing the expense in repairs the importance of maintenance. I also know how important it is to hire the right operators for these for these machines and having an overall good team for a successful outcome.

List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

I was previously the chair member of the Grand County Transportation Special Service District.

Grand County Resolution 3184 (October 2019) contains the following Board Member requirements:

- **Must be a Grand County resident (unless otherwise noted);**
- **Terms shall be for four years, unless a shorter period is required by law, or unless a midterm vacancy is being filled;**
- **Board Members shall have the appropriate expertise when required by law;**

- **Submit applications to the Council’s Office by the requirements contained in the notice;**
- **Agree to abide by the County’s Conflict of Interest Ordinance.**

**Additionally, the State Code has the following requirements for Special Service Districts in Grand County:**

- **No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;**
- **No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;**
- **A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;**
- **Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District**

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I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County’s Conflict of Interest Ordinance (No. 593, 2019) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

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Applicant Certification	By checking this box and typing my name below, I am electronically signing my application.
First Name	Ashley
Middle Initial	R.
Last Name	Wareham
Date:	7/22/2024
How did you hear about this position?	Lily Houghton

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## Board and Commission Application and Certification Form

Instructions: Complete and sign this form and return it to Grand  
County Council Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or  
[council@grandcountyutah.net](mailto:council@grandcountyutah.net)

Board or Commission Applied For: Solid Waste Special Service District

Name: Laura (LJ) Blackburn

Mailing Address: [REDACTED]

City: Moab State: UT ZIP Code: 84532

Day Phone: [REDACTED] Email Address: [REDACTED]

In what year did you establish your current residency in Grand County? 2020  
(residency is required for all Boards; some District boards require residency within the District,  
which may not include Moab City limits; two years' residency prior to assuming board  
membership is required for Planning Commission)

If not Grand County, which county do you reside in? (applicable for Historical  
Preservation Commission and Housing Authority of Southeastern Utah)

Occupation or professional training: Previous Administrative Director at Canyonlands Solid Waste

List your work experience that is relevant to your application for a position on the  
Board or Commission for which you are applying (if needed, attach a separate page):

Served on the KZMU Board of Directors as well as the Teen Center Board

Worked for over 3 years for the Canyonlands Solid Waste Authority as the Administrative

Director

List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

I have been a supporter of recycling ever since I lived in Oregon and went to the

University of Oregon in Eugene. I personally recycle and encourage others to do the same

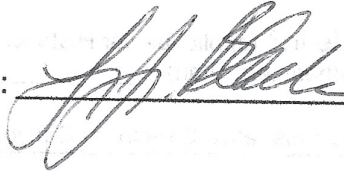
### CERTIFICATION

I have read Resolution No. 3184, I understand the eligibility requirements for serving on the above-named Board or Commission, and I certify, that all the information on this form is true and correct.

Additionally, I have read and understand the County's Professional Ethics and Conflict of Interest Ordinance No. 593 (2019), including my duty to disclose non-restricted conflicts of interest prior to relevant discussions and votes and recuse myself from discussions and votes involving my restricted conflicts of interest.

If appointed, I agree to faithfully attend the meetings and adhere to the State law, County resolution and ordinance, and the Bylaws that govern the Board or Commission on which I am appointed to serve.

Signature:



Date: 7/19/2024





# Transfer Station Operations Plan

Solid Waste Special Service District #1  
Canyonlands Transfer Station

*Grand County, Utah*

April 8, 2024

(Draft for District Review)



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# Site Information

The Canyonlands Solid Waste Authority (CSWA) operates the Canyonlands Transfer Station located in Moab, Utah for the Solid Waste Special Service District #1 (the “District”) of Grand County. The transfer station was acquired by the District in May 2021 and provides solid waste collection and hauling services for Grand County. The original transfer station Plan of Operations was approved in 1996.

This Plan of Operations (Operations Plan) revision has been prepared in accordance with the Utah Department of Environmental Quality’s (UDEQ) Division of Waste Management and Radiation Control (DWMRC) requirements per Rule R315-313-2 (Transfer Station Standards) and Rule R315-302-2(2) (Plan of Operation) as discussed in the following sections.

The transfer station facility information is provided on CSWA’s webpage, on signage at the site entrance, and as follows:

<u>Site Address:</u>	<u>Contact:</u>	<u>Hours of Operation:</u>
2295 South Highway 191	(435) 259-6314	Monday-Friday: 8AM – 4PM
Moab, Utah 84532	<a href="http://www.sswsd1.org">www.sswsd1.org</a>	Saturday: 8AM – 12PM
		Sunday & Federal Holidays: Closed

The transfer station accepts municipal solid waste (MSW), green and yard waste, recyclables, and construction and demolition (C&D) debris from both residential and commercial haulers. An overview of the transfer station site layout and operations is provided in **Figure 1**. The site property is just under 4-acres and the transfer station building is approximately 70-feet by 60-feet, roughly 4,200 square feet (SF).

## Transfer Station Standards: R315-313-2

The transfer station shall be operated to the conditions described in this section. Compliance with each of the below standards shall be documented in daily logs by facility personnel (**Appendix A**). The plan of operation shall be readily available for operator reference and for inspections by DWMRC representatives. An annual report will be submitted to by March 1 of each year to certify that the facility has met these requirements.

### Access Control

The transfer station is surrounded by a 6-foot-high chain link fence with a barbed wire crown. The security entrance gate of sufficient width to accommodate two-way traffic. The tipping floor is fully enclosed by the transfer station which consists of three solid walls and the fourth wall with access bays open to the south side. The access bays are aligned to eliminate visual impact upon contiguous commercial property users. The site location exhibited a general lack of vegetation originally and vegetative screening is not planned.

## **Building Materials**

The tipping floor consists of a concrete tipping floor, tunnel, and 4-foot-high concrete push walls. The transfer station is enclosed by a pre-engineered building with sheet metal sidewalls. The transfer station is sturdy and the building materials facilitate cleaning and maintenance.

## **Vector and Litter Control**

The transfer station building is enclosed except at tipping access bays and the tunnel entrances, which minimizes the potential for windblown litter. CSWA haul truck trailers leaving the site are also covered to prevent litter. The transfer station's simple design, clean lines, and open walls deter rodent, insect, bird or other harborage. Transfer station personnel monitor the structure daily to deter harborage.

Daily cleanup of the transfer station includes removal of all solid waste from the tipping floor for off-site for disposal at a permitted facility. The tipping floor is swept and washed down as needed to prevent vectors, odors, and safety hazards. Transfer station personnel also remove any litter on-site on an as-needed basis. No un-containerized waste remains at the facility at the end of the workday. If the facility is closed for any reason, solid waste on the tipping floor will be removed or properly containerized and traffic diverted directly to the Klondike Landfill.

## **Weather Protection**

Inclement weather does not significantly impact the operation of the transfer station. The tipping floor is wholly enclosed except as noted above. When there are extremes in weather, the facility shall be monitored for signs of leakage or blow-in precipitation and litter. Precipitation on-site is minimal and stormwater management features are in place per the *Pollution Control* section. During windy conditions, blowing debris is picked up on a more frequent basis. At the discretion of CWSA management, the facility may be closed during times of severe inclement weather or natural disasters, during which remaining in operation poses a risk to human safety or the environment.

## **Noise and Dust Control**

The property is bordered by two existing and active uses, both being commercial in nature. The location of the transfer station building is located well away from the activity centers of both users. Noise is generally not a nuisance problem as operators are trained in the use of equipment to minimize noise generation. Operators are also provided with the appropriate hearing protection to prevent hearing loss.

The site access roads were constructed and finished with a base coarse surface, which is durable and inhibits dust. Transfer station personnel monitor roads and surrounding area for inordinate dust production. Fugitive dust from roads and general operations is suppressed by spraying with water, as necessary. Additionally, dust particulate concentration from select loads will be mitigated as introduced by the use of mist spray on to the materials as needed. A water well equipped with a fire hose is available on site. If extreme wind conditions occur, operations are halted until conditions approve.

## Pollution Control

A run-on system to divert runoff from a 25-year, 25-hour storm event has been implemented through natural drainage patterns (**Figure 1**). All non-contact stormwater for the site drains to the retention pond in the northeast corner that has been engineered to divert a 25-year, 24-hour storm event. The precipitation frequency data used for these calculations (2.5 inches) exceeds the current National Weather Service value for a 25-year storm event (1.83 inches) for the site location. Stormwater calculations are provided in **Appendix B**.

The tipping floor includes a floor drain located just inside of the access bay wall. This drain collects any wash down that has had contact with waste and diverts the wastewater to a temporary containment structure to the east of the building. Transfer station personnel are responsible for monitoring the storage liquid levels and pumping out on a regular basis and transferring it to a local wastewater treatment facility.

Groundwater monitoring well logs, completed by others, from the area show the static groundwater level to be approximately 70 feet below ground surface. National Resources Conservation Service (NRCS) soil data estimates the prevailing soil to have a conductivity between 2–6 inches/hour (4–12 feet/day). These numbers meet the Utah Low Impact Development standards for retention infiltration basins. Based on the existing pollution control measures, a treatment system is not applicable as there would be no impacts to surface or groundwaters on-site or to adjacent properties.

## Vehicular Access

Roadways within the site are surfaced with road base and constructed on gentle grades to allow for all-weather access. The roads are slightly sloped to prevent ponding of water during periods of heavy rain. During icy conditions, the roads are covered with sand and/or salt as needed. The all-weather roads are properly maintained and functional at all times. Transfer station personnel own all-wheel drive vehicles to aid customers if conditions dictate.

## Air Quality

Burning of waste material is prohibited, as dictated by local statute. Identification and isolation of combustible sources and actual combustion is a constituent of the inspection of introduced waste. Dust control is discussed in the *Noise and Dust Control* section. Odor will be addressed as recognized by tipping area cleanups and, as a last contingency, more frequent hauling of waste out of the facility. For example, CSWA has identified select loads that are especially odorous and sends those customers directly to the permitted Klondike Landfill, also owned and operated by CSWA, to mitigate odors on site at the facility.

## Scavenging

Conspicuously posted signing prohibiting salvage or scavenge activities is posted at the site entrance. An attendant is present at the facility during all working hours to ensure adherence. Fence protection precludes any activities during non-production hours.

## Attendants

An attendant is present at the facility during all operating hours for access control and ticketing operations. The attendant verifies the load's characteristics, estimates the tonnage or volume, and its acceptability into CSWA's waste system (see the *Prohibited Wastes* section).

## Signage

A large sign is present at the site's gated entrance that includes information on facility nomenclature, hours of operation, a list of prohibited waste materials, prohibition of scavenging, and standard and emergency contact information. A speed limit of 5 miles per hour (5 mph) is also posted at the front entrance.

## Prohibited Wastes

The prohibited waste plan is included as **Appendix C** in accordance with R315-303-4(7).

## Emergency Communications

Mobile telephones and two-way radio communications are available at facility in the event of an emergency requiring immediate notification to fire, police, or emergency service personnel.

## Waste Removal at Final Closure

At final closure of the facility all wastes will be removed and relocated to another permitted facility.

# General Facility Requirements: R315-302-2

## Plan of Operation

### Schedule of Construction

No major construction activities or facility improvements are planned at this time.

### Solid Waste Handling Procedures

A site layout and general operations overview is provided in **Figure 1**. The maintenance building and offices are located towards the front (eastern area) of the site. Traffic routes for haul trucks, transfer trailers, and residents are also identified in **Figure 1**.

All haul vehicles must stop at the ticket station, located just beyond the entrance of the transfer station. Users are charged a unit fee for waste delivered as outlined in CSWA's fee schedule (**Appendix D**). Upon arrival at the ticket station, the attendant verifies the load's characteristics and its acceptability into CSWA's waste system according to the Prohibited Wastes Inspection Plan (**Appendix C**). Unacceptable waste loads are rejected and directed to an alternate disposal point in the CSWA's system, and/or the proper authorities are notified to handle illegal or hazardous waste loads. If doubt remains as to the acceptability of the load, it is rejected.

After passing through the ticket station, incoming commercial vehicles and residential customers with mixed MSW, are directed east the short distance to the transfer station building for

unloading. At the direction of CSWA personnel, vehicles enter the building by backing into one of the three access bays and empty their waste loads onto the tipping floor. Vehicle operators are then directed to exit the site. Residential vehicles are also directed to a drop-off area located just south of the ticket station. The drop-off containers include containers for mixed recyclables and a separate container for cardboard only. Each container includes lids requiring manual opening so that the container remains closed at all times.

Solid waste is unloaded onto the tipping floor of the facility in a manner allowing facility employees to inspect the majority and representative contents of material. Inspected waste is stockpiled within the facility as necessary until truck/trailer transport is available. C&D wastes are sorted as practical, stockpiled, and transported to an authorized facility. Inert wastes (metals, tires, and mattresses) are sorted and stockpiled outside the transfer station building and collected by vendors or delivered to recycling facilities. Single stream recyclables are typically stockpiled within the first access bay door.

Once a truck/transfer trailer is available for transport, an operator uses a front-end loader and/or mobile claw excavator to push waste over the push walls and load into CSWA transfer vehicles. The loader includes a scale to track the waste tonnage loaded into each transfer trailer. Additional wastes that are processed at the transfer station include tires, mattresses, white goods, and metals. Each material has a designated stockpile area on-site.

The tipping area is cleared of waste at the end of each production day unless extraordinary circumstances dictate otherwise. The facility is cleaned as necessary to minimize odor, dust and other particulates into surrounding environment.

### **Facility Inspection Schedule**

Inspection of the facility, equipment and surrounding area will be performed on a daily basis (see the *Recordkeeping* section) and quarterly basis (see the *Inspections* section) by transfer station personnel. Additionally, inspection of documentation, recording and bookkeeping will be performed on a weekly basis, as will compliance checks of safety related items. Performance checks of protective devices will be performed monthly. Audits of transactions, accounting, and procedural methods will be undertaken as necessary and on a random basis. Operational audits of entire facility will be performed, either internally or by outside organizations, on a frequency not to exceed annually.

Inspections by the Division or other entities entrusted or licensed by the Division will be welcome and will be facilitated during normal operating hours.

### **Contingency Plans for Fire or Explosion**

No explosive gases are anticipated on site as the facility will be open at tipping entrances. In addition, prompt removal of waste will eliminate any build-up of ignitable or explosive gases. Notices to the public will be provided outlining acceptable and unacceptable materials along with the proper method of disposal and facilities available to perform proper disposal efforts (**Appendix C**). However, in the event that explosive gases are observed or suspected, the following plan is submitted:

1. Remove all persons from facility and locate a safe distance from facility.

2. Contact local public safety and health agencies to notify of the situation.
3. Have personnel with sufficient expertise attempt to identify gaseous type.
4. Begin mitigation or removal procedure as recommended for gas type identified.
5. Ensure facility is free from gaseous content, by metering, if possible, and begin inspection to determine source and cause.
6. Upon location of source, begin removal in accordance with recognized procedure.
7. Dispose of source as recommended and begin metering or other test to ensure environment is safe for return of personnel and customers.
8. Document event as required and contact Division.
9. Host public relations event to explain gaseous properties and removal efforts.

### **Fugitive Dust Control Plan**

Fugitive dust control is discussed in the *Noise and Dust Control* section.

### **Litter Control Plan**

Litter control is discussed in the *Vector and Litter Control* section.

### **Procedures to Exclude Hazardous Waste and PCBs**

Procedures to exclude hazardous waste and PCBs are provided in the prohibited waste inspection plan (**Appendix C**).

### **Vector Control Procedures**

Contaminants, odor and potential disease bearing sources are to be minimized by the operating procedure previously described and by appropriate cleaning with disinfectant detergent or other chemical treatment as needed.

### **Alternative Waste Handling Plan**

During periods when the transfer station is not operable, waste will alternatively be handled by directing all waste haulers to the permitted Klondike Landfill, also owned and operated by CSWA. In the event of transportation problems, the transfer station has the capacity to store a minimum of 2 days' waste within the facility.

### **Training Plans**

Training events completed and certification gained will become part of an employees personnel file, as well as the operator's compliance record. Notification documents will be posted at designated bulletin board if in employee best interest or mandated by law. A separate file will be maintained in chronological order of training attendance and any training certification received. The following Solid Waste Association of North America (SWANA) partnered trainings by BlueRide Services specific to transfer stations and available online are required at the following facility personnel at the specified frequencies:

- Operations Director (initiation and every 5 years)
  - Transfer Station Management
  - Website: <https://swana.org/training-certification/find-a-course/training-course/transfer-station-management>

- All Operators and Director (onboarding and annually)
  - Equipment Safety
  - Traffic Safety
  - Spotter Safety
  - Nuisance and Environmental Issues
  - Workplace Hazards
  - Emergency Response (Hazardous Materials)
  - Environment (Weather)
  - First Aid
  - Personal Protective Equipment (PPE)
  - Machine Maintenance
  - Website: <https://blueridgeservices.com/course-category/transfer-station/>

Alternatively, CSWA may opt to develop their own training plan(s) for operators based on site specific procedure considering industry standards to be completed by applicable personnel prior to beginning work on site and annually. Additionally, the ticket station attendant is required to take the Emergency Response training for Hazardous Materials identification, for compliance with the Prohibited Wastes Plan (**Appendix C**). The site-specific safety plan and spill prevention plan are provided in **Appendix E and F**, respectively.

### **Traffic Impact Study**

No traffic impact study was necessary for this operations plan as the Transfer Station has been in operations since the 1990s. No modifications are proposed to the existing site entrance or hauling operations that would impact existing traffic.

### **Recordkeeping**

A daily operating record, completed at the end of each day of operation, will be maintained and kept on-site. An example of a daily report is included as **Appendix A**, which contains the following information:

- (i) the weights (in tons) or volumes (in cubic yards) of solid waste received each day, the number of vehicles entering, and if available, the type of wastes received each day;
- (ii) any deviations from the approved plan of operation;
- (iii) training and notification procedures;
- (iv) results of storm water inspections and gas monitoring that may be required; and
- (v) an inspection log or summary.

Weekly and monthly inspection forms are also provided in **Appendix A**.



## Reporting

The District will submit, to the DWMRC Director, by March 1 of each year, a report that meets the applicable requirements of this section and a certification that the facility has, during the past year, operated according to the submitted plan of operation.

The annual report will cover facility activities during the previous year and will include, at a minimum, the following information:

- (i) name and address of the facility;
- (ii) calendar year covered by the report;
- (iii) annual quantity, in tons, of solid waste received;
- (iv) the annual update of the required financial assurances mechanism pursuant to Subsection R315-309-2(2);
- (v) results of ground water monitoring and gas monitoring; and
- (vi) training programs or procedures completed.

The following conversion factors (tons/CY), to determine tons from cubic yard estimates for the limited waste types received by the facility, will be used for any waste received that is not weighted on scales:

- Municipal solid waste (uncompacted): 0.15 tons/CY
- Municipal solid waste (compacted): 0.30 tons/CY
- Construction/demolition waste: 0.50 tons/CY
- Waste delivered by a resident in a pickup truck or a single axle trailer: 0.25 tons/vehicle

Alternative documented conversion factors may be used to report amounts of waste if approved by the Director.

## Quarterly Inspections

Transfer station personnel will inspect the facility on a minimum quarterly basis to prevent malfunctions and deterioration, operator errors, and discharges which may cause or lead to the release of wastes to the environment or to a threat to human health. The quarterly inspection logs are provided in **Appendix A**, which include the date and time of inspection, the printed name and handwritten signature of the inspector, a notation of observations made, and the date and nature of any repairs or corrective action. The logs will be kept at the facility for at least three years from the date of inspection. Inspection records will be available to the Director or his authorized representative upon request. Inspections by the Division or other entities entrusted or licensed by the Division will be welcome and will be facilitated during normal operating hours.

# Figures

Figure 1 – Site Layout and Operations

# Appendices

Appendix A – Inspection Forms

Appendix B – Stormwater Calculations

Appendix C – Prohibited Waste Plan

Appendix D – Fee Schedule

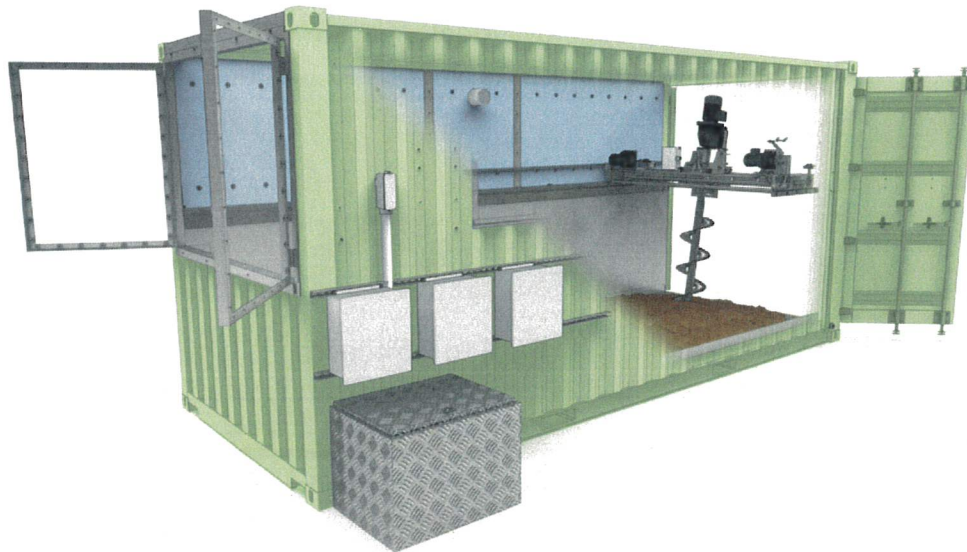
Appendix E – Safety Plan

Appendix F – Spill Prevention Plan

# Intermodal Earth Flow (IM-EF)



## Cut Sheet



### Automated

Automated mixing, aeration, monitoring, and irrigation



### Odor Control

Up to 95% less odor and emissions than windrow facility



### Product Quality

Finished compost in 45 days, including bioplastics

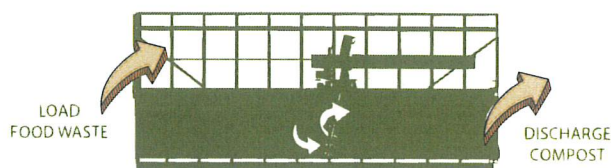


# Intermodal Earth Flow (IM-EF)

## Specifications



The culmination of 30 years of engineering, the Earth Flow is a simple yet effective composting solution that automates pre-mixing, moisture addition, material movement, monitoring, odor control, and aeration while keeping maintenance and labor costs low. Ideal for processing food waste, manure and compostable bioplastics. \$0 down financing available.



FEATURES	EF-IM20	EF-IM40
Emissions compared to windrow	90% to 95% less	90% to 95% less
Leachate generation	Zero discharge	Zero discharge
Capacity (21 day retention)	150 T/year	300 T/year
Capacity (14 day retention)	225 T/year	450 T/year
Volume	20 yd <sup>3</sup>	40 yd <sup>3</sup>
Vessel length x width x height	20' x 8' x 8-9.5'	40' x 8' x 8-9.5'
Empty weight	3.4 tons	6.25 tons
Flow	Batch or continuous	Batch or continuous
Controls	Remote or local	Remote or local
Full load power single phase	200-240V, 40A	200-240V, 50A
Full load power three phase	400-460V, 30A	400-460V, 40A
Electrical use per day	20 kwh	30 kwh
Warranty	1 year	1 year



SCAN ME